



## DEFENSE CONTRACT MANAGEMENT AGENCY

Earned Value Management Center  
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Alexandria, VA 22310

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### **ESCP Quick Start Guide**

1. Email to the ESCP Board ([ESCPBoard@dcma.mil](mailto:ESCPBoard@dcma.mil)) your ESCP Enrollment Application Form (ESCPI-100) and include the following attachments:
  - a. EVM History Matrix (ESCPI-104): Answer the questions regarding your work experience and training history; based on the “Recommended ESCP Starting Level” on row 24 of the matrix, complete the first page only of the appropriate Master Development Plan:
    - i. Entry Level Master Development Plan (ESCPI-101)
    - ii. Journey Level Master Development Plan (ESCPI-102)
    - iii. Expert Level Master Development Plan (ESCPI-103)
  - b. Equivalency Request(s) (ESCPI-106): If you have completed courses and/or work experiences that are unlisted in the EVM History Matrix and the you believe they would qualify as an “equivalency” to the courses and/or work experience that are listed in the EVM History Matrix, then you should complete a separate Equivalency Request form for each training course or work experience requirement (for non-DAU courses only)
    - i. For DAU courses, there is already a “fulfillment” program in place: go to <http://icatalog.dau.mil/DAUFulfillmentPgm.aspx> for more information
2. An ESCP-based Contribution To Mission Accomplishment (CTMA) element should be added by your Supervisor to your Individual Performance Plan (IPP). An example CTMA is provided in the ESCP Application Form (ESCPI-100)
3. Update your eIDP to include all of the required coursework and work experience as specified in the ESCP Learning Maps (ESCPI-105) and time phase appropriately. All of the required courses should be coded as “Priority 1” on your eIDP. If Equivalency Requests are granted by the ESCP Board, you may need to remove the relevant training course(s) or work experience requirement(s) from your eIDP
4. Once your updated eIDP has been approved by your Supervisor, begin applying for courses via CTMS